



## Fringe Budgeting and Encumbering

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Klaiber  
SunGard Higher Education  
April 14, 2010  
Session ID 1210

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### Session Rules of Etiquette

- Please turn off your cell phone/pager
- If you must leave the session early, please do so as discreetly as possible
- Please avoid side conversation during the session

Thank you for your cooperation!

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### Agenda

- Fringe Budgeting Methods
  - Fringe Chargeback
  - Fringe Actuals
- HR / Finance Set Up Rules
- Fringe Encumbrances
- Viewing Budget and Encumbrance data
- Budget and Encumbrance Feed Processes
- Multi-Year Encumbrances

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## Fringe Budgeting using Fringe Chargeback

- Fringe Chargeback Rules – NTRFBLD
- Fringe rate – percentage by employee class
- Only method that can be encumbered
- Can override Labor Distribution FOAPAL
- Can override fringe rate by FOAPAL
- Fringe residual is set on NBAPBUD
- Budget Maintenance Process (NBPBUDM) calculates fringe based on salary budget

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## Fringe Chargeback Budgeting cont...

The screenshot displays a software window titled "Fringe Chargeback Budgeting - NTRFBLD". It features a menu bar with options like "File", "Edit", "Options", "Blank", "New", "Record", "Query", "Tools", and "Help". Below the menu bar is a toolbar with various icons. The main area contains a "Query Date" field set to "01-JUL-1992" and an "Effective Date" field also set to "01-JUL-1992". A section titled "Labor Distribution Override" contains a table with the following columns: COA, Employee Class, Fringe Rate, Index, Fund, Organization, Account, Program, Activity, Location, and End Date. The table lists several employee classes (001, 002, 003, 004, 005, 006, 007, 008, 009, 010, 011, 012, 013, 014, 015) with their respective fringe rates (e.g., 20.000, 20.000, 20.000, 20.000, 20.000, 20.000, 20.000, 20.000, 20.000, 20.000, 7.000, 7.000, 7.000, 7.000, 7.000) and other details. At the bottom, there is a "Chart of Accounts Code" field and a "Record" button.

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## Fringe Chargeback Budgeting cont...

The screenshot displays a software window titled "Fringe Chargeback Budgeting - NTRFBLD". It features a menu bar with options like "File", "Edit", "Options", "Blank", "New", "Record", "Query", "Tools", and "Help". Below the menu bar is a toolbar with various icons. The main area contains a "Query Date" field set to "01-JUL-1992" and an "Effective Date" field also set to "01-JUL-1992". A section titled "FOAPAL To Match On" contains a table with the following columns: COA, Index, Fund, Organization, Account, Program, Activity, Location, Fringe Rate, and End Date. The table lists several FOAPAL codes (001, 002, 003, 004, 005, 006, 007, 008, 009, 010, 011, 012, 013, 014, 015) with their respective fringe rates (e.g., 20.000, 20.000, 20.000, 20.000, 20.000, 20.000, 20.000, 20.000, 20.000, 20.000, 7.000, 7.000, 7.000, 7.000, 7.000) and other details. At the bottom, there is a "Chart of Accounts Code" field and a "Record" button.

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### Fringe Budgeting using Fringe Actual

- Fringe Budgeting Rules – NTRFRNG
- Fringe rate by benefit / deduction code and employee class
- Cannot be encumbered
- Can budget fringe for vacant positions
- Budget Indicator
  - Deduction
  - Budget FTE / Amt
  - Assignment

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### Fringe Actual Budgeting

Employee Class	Benefit or Deduction Code	Plan	Budget Percent	Budget Amount	Utilized FTE Amount	Budget Indicator
01 F1 Administrative	DA1	M1		400.00	400.00	Deduction
01 F1 Administrative	DA1	M2		400.00		Deduction
01 F1 Administrative	DA1	M3		400.00		Deduction
01 F1 Administrative	DA1	M4		1.45		Deduction
01 F1 Administrative	DA1	M5		6.20		Deduction
01 F1 Administrative	DA1	M6		30		Deduction
01 F1 Administrative	DA1	M7		3,800.00	3,800.00	Deduction
01 F1 Administrative	DA1	M8		3,800.00		Deduction
01 F1 Administrative	DA1	M9		3,800.00		Deduction
01 F1 Administrative	DA1	M10		3,800.00	3,800.00	Deduction
01 F1 Administrative	DA1	M11		3,800.00		Deduction
01 F1 Administrative	DA1	M12		3,800.00		Deduction
01 F1 Administrative	DA1	M13		3,800.00		Deduction
01 F1 Administrative	DA1	M14		3,800.00		Deduction
01 F1 Administrative	DA1	M15		3,800.00		Deduction
01 F1 Administrative	DA1	M16		3,800.00		Deduction
01 F1 Administrative	DA1	M17		3,800.00		Deduction
01 F1 Administrative	DA1	M18		3,800.00		Deduction
01 F1 Administrative	DA1	M19		3,800.00		Deduction
01 F1 Administrative	DA1	M20		3,800.00		Deduction
01 F1 Administrative	DA1	M21		3,800.00		Deduction
01 F1 Administrative	DA1	M22		3,800.00		Deduction
01 F1 Administrative	DA1	M23		3,800.00		Deduction
01 F1 Administrative	DA1	M24		3,800.00		Deduction
01 F1 Administrative	DA1	M25		3,800.00		Deduction
01 F1 Administrative	DA1	M26		3,800.00		Deduction
01 F1 Administrative	DA1	M27		3,800.00		Deduction
01 F1 Administrative	DA1	M28		3,800.00		Deduction
01 F1 Administrative	DA1	M29		3,800.00		Deduction
01 F1 Administrative	DA1	M30		3,800.00		Deduction
01 F1 Administrative	DA1	M31		3,800.00		Deduction
01 F1 Administrative	DA1	M32		3,800.00		Deduction
01 F1 Administrative	DA1	M33		3,800.00		Deduction
01 F1 Administrative	DA1	M34		3,800.00		Deduction
01 F1 Administrative	DA1	M35		3,800.00		Deduction
01 F1 Administrative	DA1	M36		3,800.00		Deduction
01 F1 Administrative	DA1	M37		3,800.00		Deduction
01 F1 Administrative	DA1	M38		3,800.00		Deduction
01 F1 Administrative	DA1	M39		3,800.00		Deduction
01 F1 Administrative	DA1	M40		3,800.00		Deduction
01 F1 Administrative	DA1	M41		3,800.00		Deduction
01 F1 Administrative	DA1	M42		3,800.00		Deduction
01 F1 Administrative	DA1	M43		3,800.00		Deduction
01 F1 Administrative	DA1	M44		3,800.00		Deduction
01 F1 Administrative	DA1	M45		3,800.00		Deduction
01 F1 Administrative	DA1	M46		3,800.00		Deduction
01 F1 Administrative	DA1	M47		3,800.00		Deduction
01 F1 Administrative	DA1	M48		3,800.00		Deduction
01 F1 Administrative	DA1	M49		3,800.00		Deduction
01 F1 Administrative	DA1	M50		3,800.00		Deduction
01 F1 Administrative	DA1	M51		3,800.00		Deduction
01 F1 Administrative	DA1	M52		3,800.00		Deduction
01 F1 Administrative	DA1	M53		3,800.00		Deduction
01 F1 Administrative	DA1	M54		3,800.00		Deduction
01 F1 Administrative	DA1	M55		3,800.00		Deduction
01 F1 Administrative	DA1	M56		3,800.00		Deduction
01 F1 Administrative	DA1	M57		3,800.00		Deduction
01 F1 Administrative	DA1	M58		3,800.00		Deduction
01 F1 Administrative	DA1	M59		3,800.00		Deduction
01 F1 Administrative	DA1	M60		3,800.00		Deduction
01 F1 Administrative	DA1	M61		3,800.00		Deduction
01 F1 Administrative	DA1	M62		3,800.00		Deduction
01 F1 Administrative	DA1	M63		3,800.00		Deduction
01 F1 Administrative	DA1	M64		3,800.00		Deduction
01 F1 Administrative	DA1	M65		3,800.00		Deduction
01 F1 Administrative	DA1	M66		3,800.00		Deduction
01 F1 Administrative	DA1	M67		3,800.00		Deduction
01 F1 Administrative	DA1	M68		3,800.00		Deduction
01 F1 Administrative	DA1	M69		3,800.00		Deduction
01 F1 Administrative	DA1	M70		3,800.00		Deduction
01 F1 Administrative	DA1	M71		3,800.00		Deduction
01 F1 Administrative	DA1	M72		3,800.00		Deduction
01 F1 Administrative	DA1	M73		3,800.00		Deduction
01 F1 Administrative	DA1	M74		3,800.00		Deduction
01 F1 Administrative	DA1	M75		3,800.00		Deduction
01 F1 Administrative	DA1	M76		3,800.00		Deduction
01 F1 Administrative	DA1	M77		3,800.00		Deduction
01 F1 Administrative	DA1	M78		3,800.00		Deduction
01 F1 Administrative	DA1	M79		3,800.00		Deduction
01 F1 Administrative	DA1	M80		3,800.00		Deduction
01 F1 Administrative	DA1	M81		3,800.00		Deduction
01 F1 Administrative	DA1	M82		3,800.00		Deduction
01 F1 Administrative	DA1	M83		3,800.00		Deduction
01 F1 Administrative	DA1	M84		3,800.00		Deduction
01 F1 Administrative	DA1	M85		3,800.00		Deduction
01 F1 Administrative	DA1	M86		3,800.00		Deduction
01 F1 Administrative	DA1	M87		3,800.00		Deduction
01 F1 Administrative	DA1	M88		3,800.00		Deduction
01 F1 Administrative	DA1	M89		3,800.00		Deduction
01 F1 Administrative	DA1	M90		3,800.00		Deduction
01 F1 Administrative	DA1	M91		3,800.00		Deduction
01 F1 Administrative	DA1	M92		3,800.00		Deduction
01 F1 Administrative	DA1	M93		3,800.00		Deduction
01 F1 Administrative	DA1	M94		3,800.00		Deduction
01 F1 Administrative	DA1	M95		3,800.00		Deduction
01 F1 Administrative	DA1	M96		3,800.00		Deduction
01 F1 Administrative	DA1	M97		3,800.00		Deduction
01 F1 Administrative	DA1	M98		3,800.00		Deduction
01 F1 Administrative	DA1	M99		3,800.00		Deduction
01 F1 Administrative	DA1	M100		3,800.00		Deduction

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### HR / Payroll Set Up Rules - NTRFINI

- Fringe Rule Class Codes
  - Original Budget and Position Budget; Not used in Budget Feed to Finance – only used if Position Control is fed to Operating Ledger
  - Original Fringe Encumbrance
  - Fringe Encumbrance Adjustment
- Distribution Information
  - Fringe clearing only used when fringe expense fed
- Fringe Chargeback Rules

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## NTRFINI cont...

**Finance Budget to Finance Budget Development**

Fiscal Year: 2003 COB: D From: 01-Jul-2000 To: 30-Jun-2006  
 Finance Fiscal Year: 03 From: 01-Jul-2000 To: 30-Jun-2006  
 Activity Date: 01-Jul-2000 Bank: Manufacturers National Bank

**Finance Rule Class Code**

Gross Savings Payroll Expense	100L	Payroll - Gross Exp. No Liquidation
Employee Deductions Liability	100L	Payroll - Employee Liability
Net Payroll	100L	Payroll - Net Pay
Employer Fringe Payroll Expense	100L	Payroll - Fringe Chargeback w/o Liq
Employer Fringe Payroll Liability	100L	Payroll - Employer Liability
Deferred Pay Accrual Amount	100L	Payroll - Deferred Pay Accrual
Deferred Pay Payroll Amount	100L	Payroll - Deferred Pay
Fringe Charge Back Expense	100L	Payroll - Fringe Chargeback w/o Liq
Fringe Charge Back -> Clearing	100L	Payroll - Fringe Chargeback Clearing
Fringe Actual Expense -> Clearing	100L	Payroll - Actual Fringe Ben. Dist.
Original Budget	100L	Permanent Budget
Adjusted Budget	100L	Permanent Budget Adjustments
Original Salary Encumbrance	100L	Payroll - Salary Encumbrance
Salary Encumbrance Adjustment	100L	Payroll - Encumbrance Adjustment
Original Fringe Encumbrance	100L	Payroll - Fringe Benefit Encumbr.
Fringe Encumbrance Adjustment	100L	Payroll - Fringe Benefit Enc. Adj.
CODRA Payment Cash Posting	100L	Payroll - CODRA Cash Receipt
CODRA Payment Benefit Premiums	100L	Payroll - CODRA - Premiums
CODRA Payment Administrative Fee	100L	Payroll - CODRA - Admin. Fee

Bank Code: press LIST for valid codes  
 Record 1/1 | List of Vals. | <ESC>

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## NTRFINI cont...

**Finance Budget to Finance Budget Development**

Fiscal Year: 2003 COB: D From: 01-Jul-2000 To: 30-Jun-2006  
 Finance Fiscal Year: 03 From: 01-Jul-2000 To: 30-Jun-2006  
 Activity Date: 01-Jul-2000 Bank: PA - Manufacturers National Bank

**Finance Rule Class Code**

Index	Fund	Orgn	Account	Program	Activity	Location
Net Distribution	0010		2000			
Deferred Pay	0122		2000			
Fringe Clearing	0132		2000			

Organization: press LIST for valid codes  
 Record 1/1 | List of Vals. | <ESC>

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## NTRFINI cont...

**Finance Budget to Finance Budget Development**

Fiscal Year: 2003 COB: D From: 01-Jul-2000 To: 30-Jun-2006  
 Finance Fiscal Year: 03 From: 01-Jul-2000 To: 30-Jun-2006  
 Activity Date: 01-Jul-2000 Bank: PA - Manufacturers National Bank

**Finance Rule Class Code**

Fund	Orgn	Account	Program	Activity	Location
0010		2000			

Matching FOAPAL Components:

☒ Calculate or Process Fringe Encumbrances  
 Fringe Calculation Method: [A]  
☐ Override External Rate with Institution Rate  
☒ Recalculate All Salary or Fringe Encumbrances

Fringe Calculation Indicator:  
 Record 1/1 | List of Vals. | <ESC>

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### Fringe Encumbrances

- Only encumbered using Fringe Chargeback method
- Encumbrance Maintenance Process – NBPENCM – calculates fringe encumbrance based on salary encumbrance – THIS IS USED IN BANNER 8.x
- Budget Maintenance Process – NBPBUDM – calculates fringe encumbrances based on salary encumbrances – THIS IS USED IN BANNER 7.x

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### Viewing Budget and Encumbrance Data

- Budget and Encumbrance data can be viewed on the Position Budget form NBAPBUD
- Fringe Benefit tab will change layout based on fringe method established on NTRFINI
- Residual FOAPAL used during Fringe Chargeback Expense Feed

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### Viewing Budget and Encumbrance Data cont...

- Fringe Chargeback
  - Budgeted Amount
  - Encumbered Amount
  - Expended Amount
  - Remaining Amount

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## Viewing Budget and Encumbrance Data cont...

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## Viewing Budget and Encumbrance Data cont...

- Fringe Actuals
  - Benefit Code
  - Budgeted Amount
  - Expended Amount
  - Remaining Amount
  - Budget To Be Posted

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## Viewing Budget and Encumbrance Data cont...

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#### Viewing Budget and Encumbrance Data cont...

- Encumbrance data can be viewed on Labor Distribution Change History form – NBIJLHS when using Fringe Chargeback
- Data can be viewed by employee and position

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#### Viewing Budget and Encumbrance Data cont...

- Labor Distribution Data Inquiry – NHIDIST
- Category
  - Encumbrance
  - Clearing Account
  - Fringe Actuals
  - Budgets
- Consider Data Extract feature for added query capability

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#### Budget and Encumbrance Processes

- Budget Maintenance Process – NBPBUDM
  - Used to calculate fringe budgets
  - Used to calculate fringe encumbrances
- Fringe Extract Process – NHPFIN1
  - Populates NHRFINC
- Fringe Interface Report – NHPFIN2
  - Populates GURFEED
  - Produce Detail Report

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## Finance Feed Process

- NHPFIN2 populates GURFEED with records that have a system ID of POSNBUD. Detail report provides position number
- Use GURDETL to view detail data on GURFEED
- Run FBRFEED to populate budget development table FBBBLIN
- FBIBUDG Budget Development query form; data only seen by FOAPAL
- Use Budget Development, Spreadsheet Budgeting and Self Service Budget Development to view / edit

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## Multi-Year Encumbrances

- Salary and Fringe can be encumbered over multiple years
- Set up by Fund Type
- Associated with Grant
- Job must be active for duration of grant

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## Multi-Year Encumbrances

- Fiscal Year Maintenance

Fiscal Period	Status	Start Date	End Date	Quarter Indicator
01	Open	01-JUL-2010	31-SEP-2010	<input type="checkbox"/>
02	Not Open	01-OCT-2010	31-DEC-2010	<input type="checkbox"/>
03	Not Open	01-JAN-2011	31-MAR-2011	<input checked="" type="checkbox"/>
04	Not Open	01-APR-2011	30-JUN-2011	<input type="checkbox"/>
05	Not Open	01-JUL-2011	30-SEP-2011	<input type="checkbox"/>
06	Not Open	01-OCT-2011	31-DEC-2011	<input checked="" type="checkbox"/>
07	Not Open	01-JAN-2012	31-MAR-2012	<input type="checkbox"/>
08	Not Open	01-APR-2012	30-JUN-2012	<input type="checkbox"/>
09	Not Open	01-JUL-2012	30-SEP-2012	<input checked="" type="checkbox"/>
10	Not Open	01-OCT-2012	31-DEC-2012	<input type="checkbox"/>
11	Not Open	01-JAN-2013	31-MAR-2013	<input type="checkbox"/>
12	Not Open	01-APR-2013	30-JUN-2013	<input checked="" type="checkbox"/>

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## Multi-Year Encumbrances

### Fund Type Maintenance

Oracle Developer Forms Runtime - Web: Open > FTMFVF

File Edit Options Block Item Record Query Tools Help

Fund Type Maintenance FTMFVF 8.3 (SEEDB)

Chart of Accounts: 22 Fund Type: 22 Title: Grants & Contracts Active Status: Last Activity: 13-AUG-2009

Effective Date: 13-AUG-2009 Termination Date: Next Change:

Internal Fund Type: 20 Restricted Funds  
Predecessor Fund Type: 20 Restricted Funds  
Capitalization Fund: 20  
Capitalization Equity Account: 20  
Default Override: Organization

Encumber Multi Year Labor

Fund: Organization: Account: Program: Control Period: Severity Control:

Keys Budget Control

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## Multi-Year Encumbrances

### Fiscal Year

Oracle Developer Forms Runtime - Web: Open > NFATSC

File Edit Options Block Item Record Query Tools Help

Fiscal Year Insert Record 8.3 (SEEDB)

Year	Active	COA	Begin Date	End Date
2009	<input checked="" type="checkbox"/>	B	01-JUL-2009	30-JUN-2009
2010	<input type="checkbox"/>	B	01-JUL-2010	30-JUN-2010
2011	<input type="checkbox"/>	B	01-JUL-2011	30-JUN-2011
2012	<input type="checkbox"/>	B	01-JUL-2012	30-JUN-2012
2013	<input type="checkbox"/>	B	01-JUL-2013	30-JUN-2013
2014	<input type="checkbox"/>	B	01-JUL-2014	30-JUN-2014
2015	<input type="checkbox"/>	B	01-JUL-2015	30-JUN-2015
2016	<input type="checkbox"/>	B	01-JUL-2016	30-JUN-2016
	<input type="checkbox"/>			
	<input type="checkbox"/>			

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## Multi-Year Encumbrances

### Payroll Calendar

Oracle Developer Forms Runtime - Web: Open > PTRCALN

File Edit Options Block Item Record Query Tools Help

Payroll Calendar Rules PTRCALN 8.3 (SEEDB)

Year	Payroll ID	Payroll Number	Pay of Month	Start Date	End Date	Check Date	Web and Department Time Entry From Date	Entry To Date
2013	PM1	1	1	01-JAN-2013	31-JAN-2013	31-JAN-2013	01-JAN-2013	31-JAN-2013
2013	PM1	2	1	01-FEB-2013	28-FEB-2013	28-FEB-2013	01-FEB-2013	01-MAR-2013
2013	PM1	3	1	01-MAR-2013	31-MAR-2013	31-MAR-2013	01-MAR-2013	01-APR-2013
2013	PM1	4	1	01-APR-2013	30-APR-2013	30-APR-2013	01-APR-2013	01-MAY-2013
2013	PM1	5	1	01-MAY-2013	31-MAY-2013	31-MAY-2013	01-MAY-2013	01-JUN-2013
2013	PM1	6	1	01-JUN-2013	30-JUN-2013	30-JUN-2013	01-JUN-2013	01-JUL-2013
2013	PM1	7	1	01-JUL-2013	31-JUL-2013	31-JUL-2013	01-JUL-2013	01-AUG-2013
2013	PM1	8	1	01-AUG-2013	31-AUG-2013	31-AUG-2013	01-AUG-2013	01-SEP-2013
2013	PM1	9	1	01-SEP-2013	30-SEP-2013	30-SEP-2013	01-SEP-2013	01-OCT-2013
2013	PM1	10	1	01-OCT-2013	31-OCT-2013	31-OCT-2013	01-OCT-2013	01-NOV-2013
2013	PM1	11	1	01-NOV-2013	30-NOV-2013	30-NOV-2013	01-NOV-2013	01-DEC-2013

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## Multi-Year Encumbrances

### • Position Control Installation Rules

**Open Campus/PowerCampus/PowerCAMPUS**

File Edit Options Tools Print Record Query Tools Help

Position Control Installation Rules: NTHNET 8.3 (8/8/04)

**Basic Rules** Electronic Approval Salary Planner

Location: United States

Insert Job Detail Data Between Existing Records: ☐ Not Allowed ☒ Allowed

Prebationary Period Units: ☒ Days ☐ Month

**Time Entry Rules**

Time Entry Approval Category: TIME ☐ Web/Department Time Entry  
Leave Report Approval Category: LEAVE ☐ Web/Department Leave Report  
☒ Return Time or Leave Sheet to Employee on Web for Correction

**Effort Certification Rules**

☒ Press Assessor Supervisor Capabilities

E-mail Type: CAMP ☐ Campus email address/A

**Effort Certification Web Service**

URL: <http://mulabobis.sungardhe.com:8888/vfw/effortreportrequestService>  
Password: \*\*\*\*\*

**Finance Rules**

COB:

Validate Position Budget: ☐

Maximum Document Sequence Number:

☒ Create NTHNET Records

☐ Encumbrance Recasting Indicator

☒ Feed Future Encumbrance to Finance

**Labor Redistribution Rules**

☒ Press Assessor Supervisor Capabilities

E-mail Type: CAMP ☐ Campus email address.

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**Thank You!**

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